



Overseas Gateway

UK Work Visa Checklist – Bangladeshi Passport Holders

CHECKLIST

Step	Document / Requirement	Provided By	Notes
1	Visa Application Form	Employee	Apply online at gov.uk/skilled-worker-visa and print confirmation.
2	Valid Passport	Employee	Must be valid for the duration of stay; at least one blank page.
3	Passport-size Photo	Employee	Recent photo meeting UK specifications.
4	Certificate of Sponsorship (CoS)	Employer (UK)	Issued by a licensed UK sponsor; includes unique reference number.
5	Employment Contract / Job Offer	Employer (UK)	Confirms job title, salary, start date; must meet Skilled Worker visa thresholds.
6	English Language Proof	Employee	IELTS for UKVI or equivalent; exemptions apply (e.g., degree taught in English).
7	Financial Evidence / Maintenance Funds	Employee	Proof of funds (£1,270 in bank for 28 consecutive days) unless employer covers costs.
8	Tuberculosis (TB) Test Certificate	Employee	Required if residing in Bangladesh; must be from an approved clinic.
9	Police Clearance / Criminal Record	Employee	Required for certain sectors (healthcare, education, childcare). Recent, official, legalized if needed.
10	Academic / Professional Certificates	Employee	Degrees, diplomas, or professional qualifications relevant to your job; translated if needed.
11	Previous Employment Letters (Optional)	Employee	Strengthens application for higher-level roles.
12	Marriage / Birth Certificates (if dependents joining)	Employee	Legalized and translated; required for dependent visas.
13	Proof of Dependents' Financial Support (if dependents joining)	Employee	Demonstrates ability to support family members.
14	Visa Fee Payment	Employee	Paid online; amount depends on visa length and type.
15	Immigration Health Surcharge (IHS) Payment	Employee	Paid online; grants access to NHS in the UK.
16	Travel Itinerary / Flight Booking	Employee	Flight reservation or booking confirmation.
17	Additional Health Certificates (if requested)	Employee	May be required for specific sectors.
18	Sponsor License Verification (if requested)	Employer	Confirms employer is a licensed UK sponsor.
19	Previous UK Visas / Travel History (if applicable)	Employee	Helpful for extensions or re-entry applications.

Important Notes

- **Application Location:** Apply online, then submit **biometrics at UK Visa Application Centre in New Delhi**.
- **Visa Type:** Skilled Worker Visa is the primary long-term work visa; Seasonal Worker Visa is available for certain short-term unskilled roles (agriculture/food processing).
- **Processing Time:** Standard 3 weeks from biometrics submission; priority services may shorten this.
- **After Arrival in UK:**
 - Collect **Biometric Residence Permit (BRP)** within 10 days.
 - Register with local authorities if required.

□ **Summary:**

- **Employer provides:** Certificate of Sponsorship, employment contract/job offer, and sponsor license verification (if requested).
- **Employee provides:** Passport, photos, visa application, English language proof, financial evidence, TB test, police clearance, academic/professional certificates, visa/IHS payments, travel booking, plus additional documents if required.

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